

U.S. GOVERNMENT PRINTING OFFICE
St. Louis, MO

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
Smokey Bear
Pressure Sensitive Adhesive Labels/Decals

as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Agriculture
Forest Service
Superior National Forest

CONTRACT TERM: The term of this contract is the period beginning **Date of Award, and ending January 31, 2005**, plus up to two (2) optional 12-month extension periods that may be added in accordance with the "Option to extend the Contract Term" clause in this contract.

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing St. Louis, MO time, on **January 28, 2004**.

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within the Duluth, MN commercial zone as defined in 49 CFR Ch III Part 372.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

LEGAL DISCLAIMER: Product names are the trademarks of the respective companies and do not indicate endorsement by the U.S. Government.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric measurements first, then followed in parenthesis by the inch/pound equivalents. At a future date metric measurements will be used exclusively in all specifications.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

For information of a technical nature call Lee Ann Heaton at (314) 241-0349 ext. 15 (No collect calls), or e-mail.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes—Level II.
- (b) Finishing Attributes—Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7 Type Quality and Uniformity	Camera Copy and Films, or Proofs “OK”

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

Notwithstanding the above, and at the request of the Government, the term of this contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time as may be mutually agreeable to the GPO and the contractor.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the Government Printing Office and the contractor.

ECONOMIC PRICE ADJUSTMENT

(a) General. The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

(b) *Price adjustment period.* For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract. The first year shall be deemed to start on January 1, 2004.

(c) *Price adjustment.* The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract **Date of Award through January 31, 2007** All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of pressure sensitive labels requiring such operations as copy pickup, composition, films, printing, die-cutting, trimming, packing, and distribution.

TITLE: Smokey Bear Pressure Sensitive Adhesive Labels/Decals/Stickers.

FREQUENCY OF ORDERS: One (1) or two (2) orders of each item per year.

QUANTITY:

Item Number 1: Fire Danger Adjectives: Approximately 350 sets of 5 each. Equaling 1,750

Item Number 2: Smokey Bear Bumper Sticker (English): Approximately 200,000.

Item Number 3: Smokey Bear Bumper Sticker (Spanish): Approximately 13,000.

Item Number 4: Smokey Bear Name Tag: Approximately 60,000.

Item Number 5: Smokey Bear Sticker: Approximately 2,500,000.

Item Number 6: www.symbols.gov Stickers: Approximately 63,000.

Item Number 7: Smokey Bear Match Sticker: Approximately 150,000.

TRIM SIZES:

Item Number 1: Fire Danger Adjectives: 32 x 12" (813 x 305 mm).

Item Number 2: Smokey Bear Bumper Sticker (English): 15 x 3" (381 x 76 mm).

Item Number 3: Smokey Bear Bumper Sticker (Spanish): 15 x 3" (381 x 76 mm).

Item Number 4: Smokey Bear Name Tag: 3-1/8 x 2-1/8" (79 x 53 mm).

Item Number 5: Smokey Bear Sticker: 1-1/2" (38 mm) diameter.

Item Number 6: www.symbols.gov Stickers. 1-1/2" (38 mm) diameter

Item Number 7: Smokey Bear Match Sticker. 4-1/8 x 3-3/4" (105 x 96 mm) die-cut to shape and size

GOVERNMENT TO FURNISH: Any of the following may be furnished for any of the items: Film negatives, film positives, or camera copy, CD-ROMs, 100 MB ZIP disks, 3-1/2" diskettes, consisting of type and bar codes. Visuals of electronic media. Previous samples.

GPO Form 2511 Print orders.

One reproduction copy {image size 200 x 156 mm (7-7/8 x 6-1/8")} for shipping container labels. Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

Most of the items listed in the specification can be viewed at: <http://www.symbols.gov/catalog/index.html>

Item Number 1: Fire Danger Adjectives: One complete set of film negatives and positives (positive and negative of each) for all 5 items.

Item Number 2: Smokey Bear Bumper Sticker (English): Complete set of film negatives.

Item Number 3: Smokey Bear Bumper Sticker (Spanish): Complete set of film negatives.

Item Number 4: Smokey Bear Name Tag: Complete set of film negatives.

Item Number 5: Smokey Bear Sticker: Complete set of film negatives.

Item Number 6: www.symbols.gov Stickers. Complete set of film negatives.

Item Number 7: Smokey Bear Match Sticker. Complete set of film negatives.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH", necessary to produce the product(s) in accordance with these specifications.

CORRECTIONS: Approximately three times per year, contractor may have to make corrections to camera copy or negatives, this will consist of type setting type lines in same size and font, and stripping-in corrections.

FILMS/REPRODUCIBLES: When not furnished, the contractor must make all films/reproducibles required. Films may be opaqued on either the emulsion or nonemulsion side. One order per year may require new negatives.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

ELECTRONIC PREPRESS:

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished published files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to GPO. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

Digital Deliverables: If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) unless otherwise specified on the Print Order with the furnished material. The digital deliverables must be an exact representation of the final printed piece and shall be returned on the same type of storage media as the original files on a CD-R. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

NOTE: Software may be upgraded by the Government at any time during the contract, no additional charge will be allowed for this requirement.

PROOFS: Proofs may be required, follow instructions on the Print Order (GPO Form 2511).

A sample of each item must be provided with proofs. Proofs must be submitted in sufficient time to meet delivery date.

The following types of proofs may be ordered under this contract:

One set of page proofs.

Equals one set of composite digital proofs, or at contractors option analog integral proofs (i.e. Contromalin, MatchPrint, and Waterproof). Contractor must use an approved digital contract proof. Acceptable digital color proofs are: Thermal Laser (e.g. Kodak Approval), Dye-Sublimation (e.g. Tektronix Phaser 480), and inkjet (e.g. Scitex Iris). Unacceptable proofs are Electrophotographic, photographic, and overlay proofs. The government is anticipating making authors alterations on the proofs. The government will allow a contractor to use an analog integral proof (e.g. CromalinTM) but the contractor will not be allowed any additional film charges when author alterations are required.

These proofs must have all elements in proper position. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

The U.S. Government Printing office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

The proofs must have all elements in their proper Position.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an “OK to Print.”

MATERIAL: All materials and inks used to produce these items, must be approved by FDA for packing with food and drugs, child safe, and environmentally safe. Contractor must state origin (where did the raw materials originate) of material used for this job on all carton labels, and place of manufacture. Match sample for material and construction.

Contractor must state origin (where raw material was produced) of material used for these items, and place of manufacture, on all carton labels.

PAPER/STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the “*Government Paper Specification Standards No. 11, dated February 1999.*”

Note: Contractor MUST state country of origin, of the material used to produce these products on each carton label.

The paper to be used will be indicated on each print order.

ALL material used must be environmentally safe. Recycled material to be used whenever possible.

Item Number 1: Fire Danger Adjectives: White Reflective sheeting approximately 4-5 mil thick.

Item Numbers 2 and 3: Smokey Bear Bumper Sticker (English) and (Spanish): White 3 - 5 mil vinyl, FasCal SX1340F or equal.

Item Number 4: Smokey Bear Name Tag: White Litho Coated Label Paper, 50-70 lb.

Item Number 5: Smokey Bear Sticker: White Litho Coated Label Paper, 50-70 lb.

Item Number 6: www.symbols.gov Stickers: White Litho Coated Label Paper, 50-70 lb.

Item Number 7: Smokey Bear Match Sticker: White Vinyl 4-5 mil thick label paper.

PRINTING: No GPO Imprint line.

SCREEN PRINTING: Contractor has option to screen print. Screen printing must be printed via multi-filament or mono-filament mesh with squeegee:

Clear, sharp screen printing in black ink. Printing must withstand a "Scotch Tape Test". Press a strip of "Scotch" tape firmly on the printed area and remove. There should be no transfer of the printed area to the tape.

Contractor has option to flexography print.

Item Number 1: Fire Danger Adjectives: Type and reverse print large reflective decals. The transparent blue, transparent red and transparent green decals print reverse text. The transparent yellow and transparent orange decals over print text in black ink. Match sample for ink colors. Silkscreen in fade resistant inks. Clear varnish all decals after printing.

Item Numbers 2 and 3: Smokey Bear Bumper Sticker (English): Type and line illustration bumper stickers printing in two colors. The logo on all bumper stickers print with background dropped out and the same one line of type. Bumper stickers print in Black ink, and red Pantone 485, orange Pantone 130, green Pantone 355 and blue Pantone 286.

Item Number 4: Smokey Bear Name Tag: Print one side only in green Pantone 340.

Item Number 5: Smokey Bear Sticker: Round design die-cut labels/stickers print face only in 4-color process. Image consists of one type line printing black ink plus a halftone illustration printing process color.

Item Number 6: www.symbols.gov Stickers. Round design die-cut labels/stickers print face only in 4-color process. Image consists of two typelines printing black ink plus two small halftones illustrations printing in process color.

Item Number 7: Smokey Bear Match Sticker. Die cut to shape and size labels/stickers print face only in 4 color process.

MARGINS:

Item Number 1: Fire Danger Adjectives: Bleed all around, all five items. Center image.

Item Numbers 2 and 3: Smokey Bear Bumper Sticker (English) and (Spanish): The background color bleeds all sides.

Item Number 4: Smokey Bear Name Tag: The halftone areas bleed 3 sides. Follow visual for image positioning and margins.

Item Number 5: Smokey Bear Sticker. Approximately 1/16th all round. Follow sample for image positioning and margins.

Item Number 6: www.symbols.gov Stickers. Center image. Follow copy sample for image positioning and margins.

Item Number 7: Smokey Bear Match Sticker. Approximately 1/8" space around all sides. Follow copy for image positioning and margins.

CONSTRUCTION:

Item Number 1: Fire Danger Adjectives: Mount all decals on a suitable split backing sheet, adhesive must be repositionable with easy removal feature. Contractor to collate into sets, one of each decal equals a set. (5)

Item Numbers 2 and 3: Smokey Bear Bumper Sticker (English) and (Spanish): Mount all decals with permanent pressure sensitive adhesive on a suitable split backing sheet.

Item Number 4: Smokey Bear Name Tag: Coat backs with a permanent type pressure sensitive adhesive, mount on suitable backing sheet with split or crack-n-peel feature for easy removal.

Item Number 5: Smokey Bear Sticker: Coat backs with a removable acrylic type pressure sensitive adhesive, die-cut to size 38 mm (1-1/2") diameter with all waste removed and mount on suitable roll backing sheet approximately 44 mm (1-3/4") wide with approximately 3 mm (1/8") space between labels (follow sample).

Wind labels 500 per roll on a suitable core.

Item Number 6: www.symbols.gov Stickers. Coat backs with a removable acrylic type pressure sensitive adhesive, die-cut to size with all waste removed and mounted on suitable roll backing sheet approximately 1-3/4" wide with approximately 1/8" space between labels.

Wind labels 500 per roll on a suitable core.

Item Number 7: Smokey Bear Match Sticker. Coat backs with a removable acrylic type pressure sensitive adhesive. Must be die-cut to size/shape and mounts on suitable backing sheets with a split for easy removal.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): When ordered: Orders must be divided into equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. Number of Sublots: 200 of each color.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded

separately on all shipping documents and sent in accordance with the distribution list to the address under distribution (to the address receiving the most copies). A copy of the specification and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit 13 quality assurance random copies of each color to test for compliance against specifications. The contractor must divide the entire order into 13 equal sublots of each color and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included. These copies will be sent to the St. Louis GPO office.

The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing

PACKING: Pack in shipping containers. Each shipping container must not exceed 45 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width. Pallets are required.

When agency reships individual shrink wrapped packages the shrink wrap should be of sufficient strength as to not break open.

Item Number 1: Fire Danger Adjectives: Paper band, one set (one of each of five decals). Wrap with paper separators between each decal. Pack 25 sets per suitable shipping containers.

Item Numbers 2 and 3: Smokey Bear Bumper Sticker (English) and (Spanish): Shrink-film wrap in 100s of the assorted colors (25 of each color). Pack in suitable shipping containers.

Item Number 4: Smokey Bear Name Tag: Shrink-film wrap, 50 name tags per wrap. Pack in suitable shipping containers.

Item Number 5: Smokey Bear Sticker: Shrink-film wrap each roll. Pack in suitable shipping containers.

Item Number 6: www.symbols.gov Stickers. Shrink-film wrap each roll. Pack in suitable shipping containers.

Item Number 7: Smokey Bear Match Sticker. Shrink-film wrap in units of 100 stickers per package. Pack in suitable shipping containers.

RETURN OF FURNISHED MATERIAL: The contractor must return all Government furnished material. These materials must be packaged and returned separate from the entire print order by registered mail or any other traceable means to: **USDA-Forest Service, Attn: Greg Kopel-Anderson, 8901 Grand Avenue Place, Duluth MN 55808-1122.** The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

LABELING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. Contractor must state origin of material used to produce the item on identifying label. Full shipment are a requirement.

Note: Contractor MUST state country of origin, of the material used to produce these products on each carton label.

Item Number 1: Fire Danger Adjectives: Mark all cartons labels with: Fire Danger Adjectives, and NFES #92018.

Item Number 2: Smokey Bear Bumper Sticker (English): Mark all carton labels with: Smokey Bear Bumper Sticker (English), and NFES #92019 English.

Item Number 3: Smokey Bear Bumper Sticker (Spanish): Mark all carton labels with: Smokey Bear Bumper Sticker (Spanish), and NFES #95002 Spanish.

Item Number 4: Smokey Bear Name Tag: Mark all carton labels with: Smokey Bear Name Tag and NFES #92063.

Item Number 5: Smokey Bear Sticker: Mark all carton labels with: Smokey Bear Stickers and NFES #93011.

Item Number 6: www.symbols.gov Mark all carton labels with: www.symbols.gov Stickers and NFES #99217.

Item Number 7: Smokey Bear Match Sticker: Mark all carton labels with: Smokey Bear Match Sticker and NFES #99240.

DISTRIBUTION:

Deliver f.o.b. destination to: MIFC, 402 SE 11th Street, Grand Rapids, MN 55744. Delivery accepted Monday - Friday, 9 a.m. - 3 p.m.

NOTE: Trucker must notify MIFC, PH: (218) 327-4578; 24 hours in advance of delivery.

32 (of each Item) samples to: U.S. Government Printing Office (GPO), 1222 Spruce Street, Room 1.205, St. Louis, Missouri 63103-2822. Attn: Inspection Samples.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

Contractor to return two new sample sets of each item via traceable means, return receipt to: USDA-Forest Service, Attn: Greg Kopel-Anderson, 8901 Grand Avenue Place, Duluth MN 55080-1122.

All expenses incidental to returning materials and furnishing sample sets, must be borne by the contractor.

The ship/delivery date indicated on the print order is the date products ordered must be delivered to the destination specified

Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers, total quantity delivered, number of cartons, and quantity per carton, date delivery made, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

The schedule begins the same workday as notification of the availability of each individual print order and furnished material. When notification of availability is given after 10 a.m. the date of notification shall be 9 a.m. the following workday.

The ship/delivery date indicated on the print order is the date products ordered must be delivered to the destination specified

All items: Deliver complete, within 30 calendar days.

Proofs and sample will be held for 2 to 4 workdays. Deliver proof and sample in adequate time to meet required delivery schedule to: **MIFC, Attn:Deb Bruyere, 402 SE 11th Street, Grand Rapids, MN 55744.**

NOTE: Contractor retain of the films/negatives and a minimum of 5 printed samples of each order in contractor's storage for duration of the contract. In the event the contractor is not the successful bidder on the next contract, the films/negatives and samples must be packaged and delivered to the next successful bidder. Films/negatives and samples must be delivered undamaged and in good condition to be re-used for future re-printings. No additional charge will be allowed for this requirement.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements for one year under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered a period of one year under this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

	(i)	(ii)
I.	(a)	2 35
	(b)(1)	2 400
	(2)	1 13
	(c)	2 120
	(d)	2 5000
	(e)	1 63
	(f)	1 150
II.	(a)	3
	(b)	3
	(c)	10
	(d)	
	(1)	1
	(2)	1
	(3)	1
	(4)	1
	(5)	1
	(6)	1
	(7)	1

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 or 1,000 will be prorated at the 100 or 1,000 rate.

I. COMPLETE PROCDUCT: Prices offered per item shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. If multiple items are ordered on a print order each item will have their running charge based on the quantity.

	Makeready And/or <u>Setup</u> (i)	Running Per <u>100 Copies</u> (ii)
(a) Item Number 1: Fire Danger Adjectives Decals		
Per set of 5 decals	\$ _____	\$ _____
	Makeready And/or <u>Setup</u> (i)	Running Per <u>1,000 Copies</u> (ii)
(b) Smokey Bear Bumper Stickers:		
(1) Item Number 2: (English).....	\$ _____	\$ _____
(2) Item Number 3: (Spanish).....	\$ _____	\$ _____
(c) Item Number 4: Smokey Bear Name Tag.....	\$ _____	\$ _____
(d) Item Number 5: Smokey Bear Sticker.....	\$ _____	\$ _____
(e) Item Number 6: <u>www.symbols.gov</u> Sticker.....	\$ _____	\$ _____
(f) Item Number 7: Smokey Bear Match Sticker.....	\$ _____	\$ _____

(Initials)

II. ELECTRONIC PREPRESS: Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed on the "Digital Corrections Form." In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (B).

Contractor must estimate number of hours to complete file corrections listed on the "Digital File Corrections Form." Contractor must receive approved by the Government before proceeding. If contractor proceeds without authorization, **it will be done at contractor's expense.** Authorization from Government must be in written form, with authorizing name, signature and dated, per "Digital File Corrections Form."

(a) Preflight Electronic Media:
CD ROM.....per disk.....\$ _____

(b) Digital file corrections*per hour\$ _____

* Note: Estimated number of hours to complete file corrections must be approved by the government before the contractor can proceed. If contractor proceeds without authorization it will be done at contractor's expense. Authorization from government must be in written form, with authorizing name, signature and dated.

(c) Author's Alterations (minimum charge per each submission
of proofs shall be \$10.00)per line\$ _____

(d) Page proofs
(1) Item 1per page.....\$ _____
(2) Item 2per page.....\$ _____
(3) Item 3per page.....\$ _____
(4) Item 4per page.....\$ _____
(5) Item 5per page.....\$ _____
(6) Item 6per page.....\$ _____
(7) Item 7per page.....\$ _____

DIGITAL PROOFING METHOD(S): The bidder must list on the line of the same number as the specified proofing method, the make and model number of the proofing system.

Specified Proofing Method:

1) Digital Contact Proof: Thermal Laser (e.g. Kodak Approval), Dye-Sublimation
(e.g. Tektronix Phaser 480), inkjet (e.g. Scitex Iris)

Digital/Analog Proofing System:

1) Make _____ Model _____

(Initials)

My production facilities are located within the assumed area of
Production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided and submit with three copies of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

Shipments will be made from: City _____, State _____

By _____
(Signature and title of person authorized to sign this bid) (Date)

(Person to be contacted)

(Telephone Number)

(Contractor's Code No.)

Sample Bid Envelope

In order to insure proper processing of all bids, the following information is required on all bid envelopes mailed to the GPO

PROGRAM 2603-S R-1

From: _____

Address: _____

APPLY
POSTAGE

Check Appropriate:

☐ **Bid Enclosed**

☐ **No Bid**

**U.S. Government Printing Office
1222 Spruce Street, Room 1.205
St. Louis, MO 63103-2822**

Bids will be received Until:

January 28, 2004

At 2:00 PM St. Louis, MO Time